

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2009-2010  
SERVICE SPECIFICATION  
DAY/EVENING REPORTING CENTER  
Service Code 168**

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**SERVICE DEFINITION:**

This service provides structured services and supervised activities in a community environment as an alternative to secure detention and/or out-of-home placements. Services and activities may include, but are not limited to, life and leisure skill development, tutoring, parenting education, GED preparation, vocational instruction and recreational activities. The agency must develop collaborative partnerships with the probation department, RBHA and other agencies, as well as, the youth and families' community resources and supports systems. Examples may include assisting youth and families to access behavioral health services and community work service opportunities.

Program may take place up to seven (7) days per week within one or more locations. The program hours of operation depend on the need of the Probation Department, but will preferably target peak hours of delinquency. Transportation must be addressed as outlined in the below service tasks. Program design shall serve males and females 14-17 years old.

**STANDARDS/LICENSURE REQUIREMENTS:**

All of the following agency requirements are acceptable; licensed behavioral health agency, certified Title XIX/XXI community service agency *or* non-licensed/non-certified community service agency.

**SPECIAL REQUIREMENTS:**

Staff must be at least 18 years of age and, at minimum, possess a high school diploma or general education diploma and demonstrate relevant experience and training.

Agency must provide bi-lingual services for non-English speaking youth and families.

**UNITS OF SERVICE:**

One unit of service equals 4 hours or more, inclusive of transportation and mealtimes.

**SERVICE GOAL:**

This service allows youth to stay in the community and enrolled in school, or other appropriate educational service, by providing structured services and supervised activities to ensure youth return to court hearings and remain law abiding while delinquency proceedings are pending.

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**SERVICE TASKS:**

1. Screen the juvenile for program eligibility criteria. If a youth is not accepted into the program, the agency must notify the probation department within 24 hours documenting the reason for non-acceptance.
2. Contact youth and families for service coordination within 24 hours of receipt of the referral.
3. Provide 24 hour family crisis intervention.
4. Notify the probation officer/surveillance officer by email if youth's whereabouts is unknown and/or has not reported to the program within 24 hours.
5. Provide transportation for referred juveniles to and from the program. Transportation may include the use of public transportation when appropriate. Public transportation vouchers/passes may be used. The use of public transportation must be approved in writing by the youth's parent(s)/guardian(s) and probation officer. Transportation services must comply with contract insurance of the AOC Standard Terms and Conditions requirements and all applicable state laws.
6. If programming extends through normal meal times (i.e., noon, 6:00 p.m.), provide meals in accordance with AOC Standard Terms and Conditions.
7. Complete an assessment and develop a culturally appropriate treatment plan/individual service plan, with all involved parties, within 5 days of admission to the program. This assessment must include verifying the youth and family's health/behavioral health insurance status and Title XIX/XXI eligibility.
8. Assist the youth and family in enrolling in all appropriate programs, i.e., city, state and federal assistance, social security and AHCCCS they may be eligible for. The agency must notify the probation officer of any AHCCCS (Title XIX/XXI) eligibility status.
9. Submit an electronic monthly performance report to the Juvenile Probation Department by the 10<sup>th</sup> day following the month of service. Report must contain the following:
  - Demographics of youth referred, which includes gender, ethnicity, youth's JOLTS number and age;

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- Referred youth's school status and family composition;
  - Agency's recommendations for professional services and community resources and supports at discharge;
  - Number of youth that attended the disposition hearing with respect to the current referral;
  - Number of families that participated in the program;
  - Monthly attendance.
10. Conduct parenting skills and support groups no less than once per week for all parent(s)/guardian(s) of youth enrolled in the program. A portion of this session must include both youth and family members participating jointly.
11. Provide on-site office space for probation staff and outside community agencies to conduct meetings and other services, such as, urinalysis collection and counseling, with the youth and families enrolled in program.

**RATE PROPOSAL:**

For proposal consideration agencies must submit the following documentation with service specification.

- An itemized annual service budget which clearly documents all relevant budget assumptions.
- Average cost/youth based upon projected annual figures of total youth to be served.
- Please provide a copy of all data used to complete the rate proposal.

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I have read and fully understand the requirements to provide a Day/Evening Reporting Center, agree to all requirements and restrictions and propose the following rate:

Proposed service rate: \$ \_\_\_\_\_ / day

Other Agreement \_\_\_\_\_

The budget and cost documentation submitted to the AOC is true and accurate.

\_\_\_\_\_  
Provider Signature / Date

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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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Final contract rate: \$ \_\_\_\_\_ / day

Other Agreement \_\_\_\_\_

\_\_\_\_\_  
Provider Signature / Date

\_\_\_\_\_  
AOC Signature / Date